

**Summary of the  
NELAC Federal Partners Meeting  
April 15, 1997**

The National Environmental Laboratory Accreditation Conference Federal Partners convened by teleconference on Tuesday, April 15, 1997. Ms. Jeanne Mourrain led the meeting and invited guest was Ms. Marge Prevost, Chair of the Accreditation Process. A list of Action Items is given in Attachment A and a list of participants is given in Attachment B. A copy of the draft chapter on *Accreditation Process* was distributed to the members.

Ms. Prevost went over the changes that had been made to the Chapter. They are as follows:

- 4.1.1 - In the sentence, “Such temporary directorship shall not exceed 40 consecutive business days in a permit year.” Change 40 days to 45 days.
- 4.1.2 - This section has been shortened. All the details are already in the On-Site Assessment chapter. Reference to CBI has been removed.
- 4.1.3 - This section is now *Corrective Action Reports*. There was a comment that there needs to be clarification as to what a corrective actions report is.
- 4.1.4 - The title of this section has been changed to *Proficiency Testing Samples*.
- 4.1.5 - In Paragraph a) the wording, “*NELAC strongly recommends that*” in the first sentence has been deleted and the word “*will*” has been inserted after Quality Assurance Officer.

Paragraph b) was changed to read as follows: “NELAC requires that each laboratory seeking national accreditation have a Quality Assurance Manual on-site. This document may be requested as part of the inspection process.

Paragraph c) was changed by deleting the acronym “NELAC” and replacing it with “The Accrediting Authority...”.

- 4.1.6 - In paragraph a) “national environmental laboratory” was deleted.
- In paragraph b) “. . .or designated authorized third party accreditor.” was deleted.
- In the second paragraph, change the word “state” to “accrediting authority”.
- Change i) to g) and it should read “Name and phone number of responsible person of record.”

Change k) to read, “. . . Primary Authority of Accreditation” instead of Primary State of Accreditation...”

Delete subsections l, o, r, and w.

4.1.8 - Change the title to read as follows, “Change of Ownership and/or Location of Laboratory”

Change a) to read, “Any change in ownership and/or location of an accredited laboratory must be reported in writing to the primary *accrediting authority and the National Laboratory Data Base* within 30 calendar days of such a change taking effect.”

Change e) by deleting the word “*following.*”

Change iv. by deleting the words “*said States*” in the fifth line and inserting the word “*authority.*”

4.1.9 Ms. Prevost stated that there had been some editorial changes made to this section.

4.2 The last paragraph was deleted. This information is located in Chapter 6.

4.3 The first sentence should read, “Accreditation remains in effect until discontinued (withdrawn) by the accredited authority or until expiration of the accreditation date.

The word “downgrading” was removed and replaced with the wording “accreditation approval, denial, or revocation.”

4.3.1 This section was deleted.

4.3.2 This section was deleted.

4.3.3 The title was changed to “Quality Systems.” Ms. Prevost stated that this section would be worked on next week. A summary is being inserted referencing Chapter 5.

4.3.5 The information within the parentheses was deleted.

4.3.6 The section was deleted.

4.4.1 Ms. Prevost stated that clarification was done on this section using the wording “approval, denial, suspension or revocation.”

- 4.5.1 Ms. Prevost stated that the time period of six months referred to in this section is under discussion at this time.
- 4.5.3 This section was deleted.
- 4.6 Awarding of Accreditation - deleted the sentence “A site or subfacility is defined . . .” along with the next sentence ending with “. . .any portion of that analysis takes place on this unit.” and the last part of the the last sentence “. . . or designated authorized third party accreditor.
- Delete “Also” in the sentence beginning with “Also any subfacility. . .”
- Delete the the next paragraph.
- 4.6.2 Ms. Mourrain suggested that the title for this section be changed to “*Fields of Testing.*”
- 4.7 a) Changed to read, “The program should be uniform (the word “equitable” was suggested as a better word) to all participants;”
- The paragraph beginning with “The major components.....” was deleted.
- a) This should be changed to read, “Since NELAC is a standard setting body, it can not enforce. . . .”.
- Subheadings b), c), and d) were deleted.

Ms. Mourrain stated that she would send out the next chapter for discussion, either Quality Systems or Accrediting Authority, depending on the availability of the chairs.

The next teleconference will be on April 29, 1997 from 11:00 a.m.-12:00 N.<sup>1</sup>

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<sup>1</sup>April 29, 1997 Meeting has since been cancelled.

**ACTION ITEMS**  
**Federal Partners Teleconference**  
**April 15, 1997**

<b>Item No.</b>	<b>Action</b>	<b>Date Completed</b>
1.	Ms. Mourrain to send our the next Chapter to be reviewed before the next scheduled teleconference on April 29, 1997.	

**LIST OF PARTICIPANTS**  
**Federal Partners Teleconference**  
**April 15, 1997**

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## Appendix B

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